

**DIVISION OF PUBLIC PARTICIPATION
PRE-FILING ENGAGEMENT COMPLETION CHECKLIST
980 CMR 16.00**

The Applicant shall submit the completed Pre-filing Engagement Completion Checklist and supporting documentation to the Division of Public Participation (DPP) and the Energy Facilities Siting Board (Board) together with the Pre-filing Notice. The Applicant shall also submit the Pre-filing Notice and completed Pre-filing Engagement Completion Checklist with Local Government and state permitting agencies. If a certain outreach requirement noted in the checklist cannot be completed, the Applicant shall attach a statement describing why it was not completed or attach a waiver or partial waiver demonstrating good cause that was requested from and approved by DPP.

PART 1: GENERAL INFORMATION

Applicant legal name:

Applicant common name (if applicable):

Project Ownership:

Applicant representative:

Project type (e.g., large, small, clean etc.):

Project name:

Brief (1-2 sentence) plain language description of project:

Project location, including street name or in the case of transmission lines or pipelines the names of municipalities through which it passes:

Link to Main Project Webpage:

Anticipated Application filing date with the Board:

Start of Pre-filing Outreach Period (date):

Pre-filing Outreach Period Complete (date):

PART 2: STATUS OF PRE-FILING CONSULTATION AND ENGAGEMENT REQUIREMENTS

Met with DPP & Executive Office of Energy and Environmental Affairs' (EEA) Office of Environmental Justice and Equity (OEJE) to share proposed engagement plan & clarify pre-filing consultation and engagement requirements on (date)_____.

Consulted site suitability criteria, cumulative impacts analysis guidance and cumulative impact analysis tool as applicable and communicated during the Pre-filing Outreach Period how it informed the selection of the preferred site/route.

Demonstrated efforts to inform, involve, and partner with Key Stakeholders and the Community during the Pre-filing Outreach Period.

Publicized project information using multiple outreach channels. Outreach channels used include _____.

Maintained up-to-date project webpage(s) as information became available.

Met with Key Stakeholders and provided quarterly updates.

- Discussed Community Benefits Plan (CBP) and/or Community Benefits Agreement (CBA) with relevant Key Stakeholders, if applicable.
- Submitted the Pre-filing Engagement Status Checklist and supporting documentation to DPP on _____.
- Completed consultation(s) with the Massachusetts Environmental Policy Act (MEPA) Office. List meeting date/s _____.
- Completed all relevant Agency Consultations. List the agencies consulted and the meeting date/s in the space below: (Add lines as needed)

Held first public meeting for Key Stakeholders and Community on _____.

Held second public meeting for Key Stakeholders and Community on _____.

Translated written outreach materials and provided interpretation for public meetings as required by the current Board Language Access Plan (LAP).

Please list all non-English languages used to conduct community engagement, if applicable:

Submitted Pre-filing Notice to the Board on _____.

PART 3: SUPPORTING DOCUMENTATION

The Applicant shall attach the following supporting documentation along with the Pre-filing Engagement Completion Checklist:

- Overview of all pre-filing consultation and engagement efforts that have occurred to date and any planned future outreach including:
 - Description of how project information was publicized including project webpage(s), outreach materials created, and outreach recipients including date and method(s) of contact;
 - Notes from meetings with Key Stakeholders, Agency Consultation and Community meetings;
- A table summarizing all oral and written comments received throughout the Pre-filing Outreach Period that reflects all issues raised by commentors, how these comments were considered, and any modifications in project design in response to the comments;
- Description of how applicable site suitability criteria, cumulative impact analysis requirements, and cumulative impact analysis tool as described in 980 CMR 15.00 were incorporated into the selection of the Applicant's preferred project site;
- Description of any partnerships developed with Key Stakeholders and/or Community, including any advisory bodies formed to provide ongoing input;
- A copy of the Pre-filing Engagement Status Checklist; and
- An update on any discussions regarding CBP and CBA, if applicable.

I have made best efforts to inform all stakeholders about the project, consider and incorporate input received. All information provided is complete and accurate to the best of my knowledge. Upon request, I agree to provide DPP with additional information or documentation.

Name of signatory:

Title:

Date:

DIVISION OF PUBLIC PARTICIPATION
PRE-FILING ENGAGEMENT STATUS CHECKLIST
980 CMR 16.00

The Applicant shall submit the Pre-filing Engagement Status Checklist to the Division of Public Participation (DPP) approximately midway through the Pre-filing Outreach Period. The Applicant shall attach the supporting documentation listed in Part 3 as an appendix to this checklist.

PART 1: GENERAL INFORMATION

- Applicant legal name:
- Applicant common name (if applicable):
- Applicant representative:
- Project type (e.g., large, small, clean etc.):
- Project name:
- Brief (1-2 sentence) plain language description of project:
- Project location, including street name or in the case of transmission lines or pipelines the names of municipalities through which it passes:
- Link to Main Project Webpage:
- Anticipated timeline to submit the Pre-filing Notice to the Board:
- Start of Pre-filing Outreach Period (date):

PART 2: STATUS OF PRE-FILING CONSULTATION AND ENGAGEMENT REQUIREMENTS

Completed	In Progress or Ongoing	Not Started	Task
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting with Division of Public Participation (DPP) & Executive Office of Energy and Environmental Affairs (EEA) Office of Environmental Justice and Equity (OEJE) (individually or jointly) to share proposed engagement plan & clarify pre-filing consultation and engagement requirements. Meeting date(s): _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consulted site suitability criteria, cumulative impacts analysis requirements and cumulative impact analysis tool as applicable to inform selection of the proposed option. Communicating during stakeholder outreach how site suitability criteria and cumulative impact analysis is informing project design and planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inform, involve, and partner with Key Stakeholders and the Community.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Publicize project information using multiple outreach channels. Outreach channels used include
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain up-to-date project webpage(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meetings with Key Stakeholders and quarterly project updates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussions on Community Benefits Plan (CBP) with relevant Key Stakeholders, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultation with the Massachusetts Environmental Protection Act (MEPA) Office on (date/s):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed all relevant Agency Consultations. List agencies consulted and the meeting date/s: (Add more space as needed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First public meeting for Key Stakeholders and Community. Note date of meeting, if complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Second public meeting for Key Stakeholders and Community. Note date of meeting if complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Translating outreach materials and providing interpretation as per current Board Language Access Plan (LAP). Please list all non-English languages used to conduct community engagement, if applicable: <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-filing comment period has commenced on (date)

PART 3: SUPPORTING DOCUMENTATION

- List of Key Stakeholder, Agency Consultation, and Community meetings held to date, including date/time and location;
- A summary of how the site suitability criteria, cumulative impact analysis requirements, and cumulative impact analysis tool informed project design and planning, and any related improvements proposed by state, regional or local agencies during Agency Consultation to date; and
- A table summarizing oral and written comments received that reflects all issues raised by commentors at meetings with Key Stakeholders, Agency Consultation, and public meetings with Community held to date, and any modifications in project design in response to the comments.

All information provided is complete and accurate to the best of my knowledge. Upon request, I agree to provide DPP with additional information or documentation.

Name of signatory:

Title:

Date: